

Worksheet

Team Skills and Areas of Expertise

Name: _____

Affiliation: _____

Each member of the community planning team has unique areas of expertise – both personally and within your organization, agency, or constituency – that can contribute to the successful implementation of community planning efforts. Check below the areas in which you or people within your organization have expertise.

Expertise or Skill	You	Someone in Your Organization/Agency/Etc.
Advertising and marketing		
Analyzing data		
Building collaborative relationships		
Census data		
Community mapping		
Community outreach and engagement		
Cultural competence		
Data collection		
Editing		
Evaluation activities		
Fiscal management, evaluation, and budgeting		
Focus group facilitation		
Fundraising		
Grant writing		
Group facilitation		
Implementation activities		
Interviewing skills		
Legislation and policy analysis		
Media relations		
Mediation and negotiation		
Minutes, taking		
Presentation skills		
Public forums, hosting		
Research		
Strategic planning		
Teaching/Training/Orientation		
Translation		
Volunteer coordination		
Word processing		